

ALABAMA INSTITUTE FOR DEAF AND BLIND



Established 1858

www.aidb.org

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

REVISED 3/31/2011

RE-ADVERTISED 11/18/10

R-2240 Position ID # 807401

Posting Date: September 10, 2010

**POSITION: STORE CLERK, BASE SUPPLY CENTER AND INDIVIDUAL EQUIPMENT ELEMENT
ALABAMA INDUSTRIES FOR THE BLIND
Moody Air Force Base – Valdosta, Georgia**

POSITION REQUIREMENTS:

- Must be legally blind to make application.
- Must possess a high school diploma or high school equivalency certificate.
- Must possess the ability to operate computerized cash registers and related sales equipment.
- Must possess general knowledge of office equipment and machines, including computer terminal and personal computer.
- Must possess ability to order and receive merchandise using a computerized system.
- Must possess ability to deal pleasantly and courteously with management, customers and co-workers, by telephone, written correspondence and in person.
- Must be able to work as a member of a team.
- Must possess good interpersonal and communicative skills.
- Preference will be given for qualified legally blind applicants who possess residual vision to perform work.
- Prior work experience within a retail store preferred.
- The successful applicant must submit to a criminal history background information check including, but not limited to FBI and ABI record repositories. Upon offer of employment, the applicant must present a non-refundable fee of \$54.15 and appear for scheduled finger printing appointment.

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

PERFORMANCE RESPONSIBILITIES:

*For More Information Contact:
Alabama Institute for Deaf and Blind*

*Daniel L. Wirth
Coordinator Recruitment and Employment
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Director Human Resources
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AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ALABAMA INSTITUTE FOR DEAF AND BLIND

- To assist in the operation of a Base Supply Center/Individual Equipment Element in compliance with the Javit's Wagner O'Day Act, Alabama Industries for the Blind, federal and military guidelines.
- To perform cashier and stock clerk duties and to assist with all aspects of customer service and store maintenance.
- To receive payment for goods purchased in the form of credit card, voucher or other authorized form of payment, and issue receipt and other record of purchase required by customer.
- To maintain transaction records and register reconciliation documentation.
- To operate cash register with peripheral electronic data processing equipment by passing individual price coded items across electronic data scanner to record price, compile printed list, and display cost of customer purchase.
- To inventory, store, price and restock merchandise displays.
- To receive, open, and unpack cartons or crates of merchandise, checking invoice against items received.
- To stamp, attach or change price tags on merchandise, referring to price list.
- To stock storage areas and displays with new or transferred merchandise.
- To set up advertising signs and display merchandise on shelves, counters, or tables to attract customers and promote sales.
- To clean display cases, shelves, and aisles.
- To pack customer purchases in bags or cartons and assist with loading into customer vehicle as required.
- To operate material handling equipment such as pallet jacks and other store equipment.
- To assist with ordering and receiving merchandise, clerical duties and routine office functions as required.
- Perform other duties as may be assigned.

SALARY: \$8.04-\$10.96 per hour Scale IB Rank 00

Direct deposit is required.

This is a non-exempt position, and is subject to overtime provisions of the Fair Labor Standards Act.

DEADLINE FOR APPLICATION: Open Until Filled

We take our applicants through referrals by the State Career Center. Please visit your local State Career Center to see if you qualify.

This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.